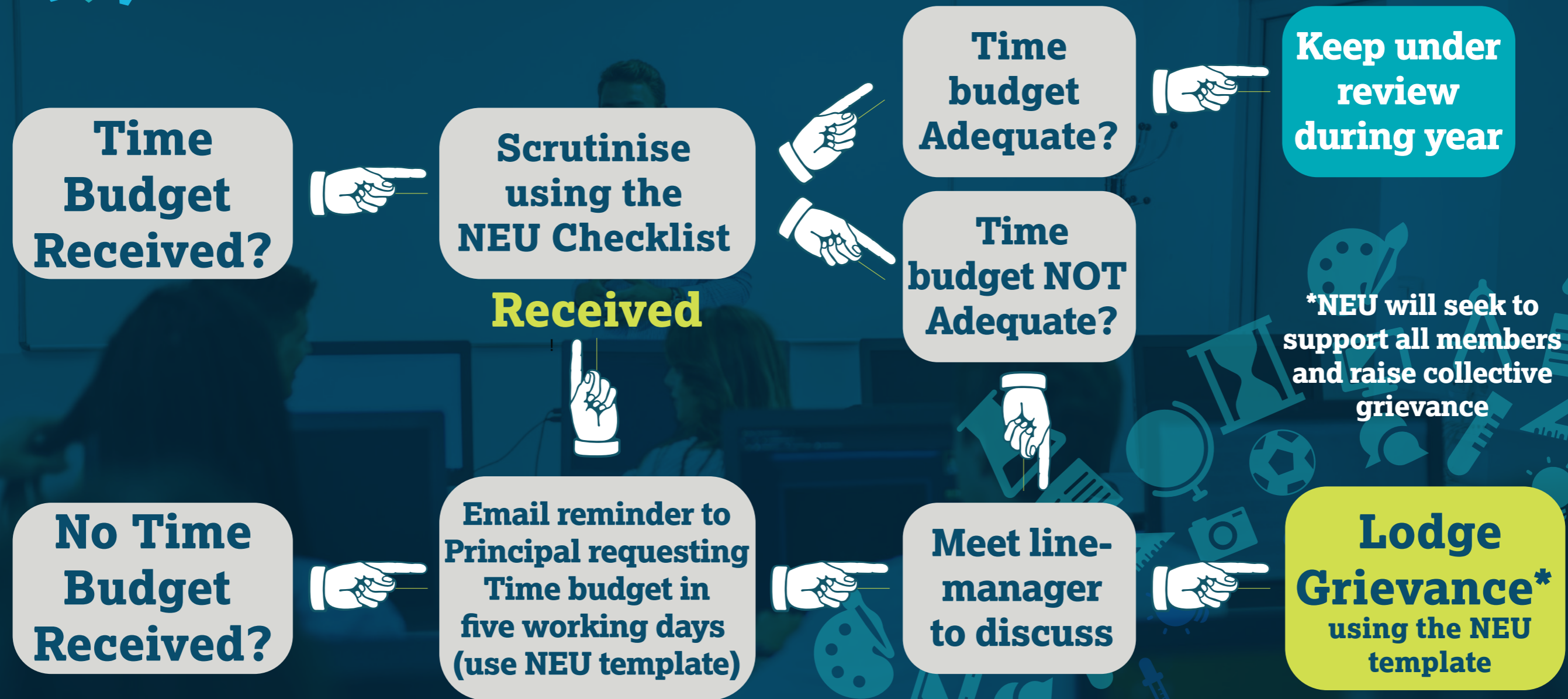




# Teachers' Time Budget

(this should be provided by 21st August)



## NEU-NI Check List for Time Budgeting Your Time-Budget: Summary of checks you should do.

- Check if your **1265 hours per annum** are calculated and shown.
- Check what **195 days** you are required to attend school, (refer to school calendar) notably:
  - Any **August days**, such as exam results days, careers days or INSET days?
  - Any **contractual Saturdays** (or Sundays, or non-term-days) are included?
- Check if your **10% PPA** is included.
- Check if the time-allocation for your **promotional post** (eg HOD, HoY etc) duties is included?
- In the case of the **SENCO**, check if the time-allocation is included and is realistic?

- Check if all **PRSD** duties, as reviewer or reviewee (planning time, observations, meeting time, report writing) is included?
- Check if time allocated for all **meetings** is included, and realistic?
- Check if time allocated for all **reports** required are included, and realistic?
- Check if time allocated for **Inspection preparation** is included, and realistic?
- Check if time allocated for work associated with **Initiatives** or **special projects** is included, and realistic?

- Check if time allocated for work associated with **Assessment** is included, and realistic?
- Check if time (and days) allocated for work associated with **AQE** or **GL tests** is included, and realistic?
- Check if time (and days) allocated for work associated with **Open Days** or **Parents Evenings** is included, and realistic?
- Check if time is allocated for **Cover**?
- Check if time is allocated for **Other Duties**, such as bus-duty, break-time supervision etc.
- Check if time is allocated as a **contingency** or for **miscellaneous** work?